

~~SECRET~~

25X1A

5 November 1957

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Personnel Ceiling, Technical Services Staff

1. I have today approved of the purchase of a linotype machine for the Technical Services Staff based in part upon assurances from the Acting Chief of Operations, Office of the Deputy Director (Plans), that when this machine is installed TSS will reduce its personnel strength by two positions. The saving in salaries is estimated to offset the cost of the machine in approximately eighteen months.

2. You are directed to keep in touch with this matter and to effect the necessary reduction in the personnel ceiling of the Technical Services Staff when this machine is installed.

25X1A

L. K. White
Deputy Director
(Support)

cc: COP/DDP
C/TSS
D/Pers
Comp
SSA-DD/S

C.P.W.

Pls put a follow-up for the date of receipt of this machine and advise the ceiling reduction.

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7 NOV 1957